

**Bangladesh Public Administration Training Centre**

**Savar, Dhaka**

**www.bpatc.org.bd**

No. 05.01.2672.140.25.018.21.987

Date: 17 February 2021

**Office Order**

The Course Management Team (CMT) of the **P-72<sup>nd</sup> Foundation Training Course** scheduled to be held from 11 April 2021 to 07 October 2021 is constituted with the following officials-

- Course Adviser : Mr. Abu Momtaz Saaduddin Ahmed, MDS
- Course Director : 1. Dr. Md. Mizanur Rahman, Director (Research & Development)  
2. Dr. M. Arifur Rahman, Director
- Course Coordinator : 1. Dr. Mohammad Rezaul Karim, Deputy Director  
2. Mr. Md. Anisur Rahman, Deputy Director  
3. Ms. Nahid Tamanna, Deputy Director  
4. Mr. A.S.M. Riyad Hassan Gourab, Assistant Director  
5. Ms. Nasrin Akter, Evaluation Officer  
6. Mr. Shamim Hosen, Assistant Director  
7. Mr. Monirul Islam, Assistant Director

**2. The Course Management Team is requested to -**

- contact with the nominated participants over telephone to reconfirm their participation and send welcome letter accordingly;
- convene a preparatory meeting with concerned members of the faculty and module directors for overall design of the course;
- adjust financial advances within fifteen days (15) from the date of completion of the course;
- send a copy of release order to Director (PPR) on the day of closing of the course;
- submit 20 copies of course brochure to PPR Department and 5 copies to the Library;
- send Omnibus (both hard and soft copies) with original registration forms, release orders and other necessary documents to PPR Department within 15 (Fifteen) days of course completion;
- prepare three volumes of Omnibus according to the guidelines of PPR Department. Two sets of each volume should be prepared; one set is to be sent to the PPR Department and the other to Library for preservation. Omnibus (three volumes) will consist of all handouts, be arranged module-wise, must bear page number and there will be an index in it. Course name, duration and course management team are to be mentioned in a separate top-page. Moreover, a profile of guest speakers is to be added in a separate page;
- send pen picture of the participants of the course to the Evaluation Department within 7 (Seven) working days after completion of the course;



- send soft copy of relevant papers to the programmer and MIS department to publish on the BPATC's website.
  - send a list of the participants to the Ministry of Public Administration (MOPA) and PPR Department of BPATC as the first day of the course; and
  - send a copy of the release order to the Ministry of Public Administration (MOPA) and PPR Department of BPATC as the closing day of the course.
3. The course should run as per standard norms of the Centre.
  4. The order is issued with the prior approval of the competent authority.



Mohammad Razibul Islam  
Deputy Director (PPR)  
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**Distribution for necessary action:**

1. Mr. Abu Momtaz Saaduddin Ahmed, MDS & Course Advisor of the **P-72<sup>nd</sup> Foundation Training Course**, BPATC, Savar, Dhaka
2. Dr. Md. Mizanur Rahman, Director (Research & Development) & Course Director of the **P-72<sup>nd</sup> Foundation Training Course**, BPATC, Savar, Dhaka
3. Dr. M. Arifur Rahman, Director & Course Director of the **P-72<sup>nd</sup> Foundation Training Course**, BPATC, Savar, Dhaka
4. Course Coordinator (all), **P-72<sup>nd</sup> Foundation Training Course**, BPATC, Savar, Dhaka.

**Distribution for kind information (not as per seniority):**

1. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka {attention: Joint Secretary (IT & FT Branch), MOPA};
2. MDS (All), BPATC, Savar, Dhaka
3. Director (All), BPATC, Savar, Dhaka
- ✓ 4. System Analyst, BPATC, Savar, Dhaka (Please provide IT support to CMT and publish the order on the website of BPATC)
5. Deputy Director (Admin/Service/Finance/Evaluation/Research/MIS/ Sports/ Publication), BPATC, Savar, Dhaka
6. P.S. to Rector, BPATC, Savar, Dhaka. (For kind information of the Rector)
7. Programmer, BPATC, Savar, Dhaka
8. Assistant Director (P&D/Logistics/Dormitory/Protocol/Record/Programme), BPATC, Savar, Dhaka
9. Assistant Publication Officer, BPATC, Savar, Dhaka
10. Caretaker-1, BPATC, Savar, Dhaka
11. Receptionist, BPATC, Savar, Dhaka
12. Office Copy

